SETTING UP EMPLOYEE CLASSIFICATION CODES (PR-ADM-5)

May 2002

VERSION (7.0)

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SETTING UP EMPLOYEE CLASSIFICATION CODES

OVERVIEW

This document provides instructions for setting up and reviewing employee classification codes:

- Group/BU Codes

- Location Codes

- Summary Classes

- Job Class Codes.

These codes must be established before employees can be added to the system and payrolls processed, since the files contain many of the defaults and codes used in these processes. Group/BU Codes and Summary Classes are maintained from the state level, so additional codes should not be added and existing codes should not be changed. While Location Codes are assigned by the state, districts can add codes in a specific range. With the introduction of Summary Classes, districts are now able to set up additional Job Class Codes as needed.

This document does not include information on setting up MUNIS health insurance, accruals, W-2's and 1099R's, or post-tax KTRS deductions. Each of these topics is covered in a separate document.

EMPLOYEE CLASSIFICATION CODES CHECKLIST

☐ 1. Review Group/BU Codes.

☐ 2. Add district-specific Location Codes, if desired.

☐ 3. Review Summary Classes.

☐ 4. Add district-specific Job Class Codes, if desired.

REVIEWING GROUP/BU CODES

Group/BU Codes represent classifications/groupings of employees. Each employee must be linked to a Group Code. Payrolls can be generated by group code ranges and many reports will provide the option to report on a particular group code. Group/BU Codes are maintained from the state level. Additional codes should not be added and existing codes should not be changed. Below is a list of the state-maintained Group/BU Codes.

Group/BU Code	Description
CERT	Certified Personnel
CLAS	Classified Personnel
SUBS	Substitute Personnel
STDT	Student Personnel
PARA	Para-Professional
BRDM	Board Member

To Review Group/BU Codes, Select:

B) PAYROLL & PERSONNEL

    A) Auxiliary Programs

        C) Group/BU Codes

The following screen is displayed:

```
┌─────────────────────────────────────────────────────────────────────┐
│ Session   Edit    Commands    Settings    Help                        │
│═══════════════════════════════════════════════════════════════════════│
│ ─────────────── GROUP/BU CODE FILE MAINTENANCE ──────────             │
│ Action:  Find  Next  Prev  Browse  Add  Update  Del  Output  Exit     │
│ Query the current database table.                                     │
│                                                                       │
│                                                                       │
│           Group/BU Code       [     ]                                 │
│                                                                       │
│           Short Description   [          ]                            │
│                                                                       │
│           Long Description    [                              ]        │
│                                                                       │
│           Retro Pay Pending   [ ]                                     │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```
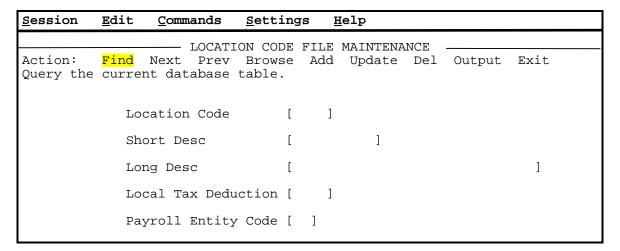
1. Select **Find** from the Ring Menu.

2. Press **ESC** to include all Group/BU Codes.

3. Select **Browse** from the Ring Menu to review the codes.

ADDING LOCATION CODES

The Location Code is a general grouping category assigned to each employee. Payrolls are generated by location ranges, checks are sorted by the primary location code found on the employee master file, and many reports will provide the option to print in location sequence. Location Codes are assigned by the state, but districts can add Location Codes between 970 - 999. A list of standard Location Codes is included as *Appendix A*.

To Add a Location Code, Select:

B) PAYROLL & PERSONNEL

    A) Auxiliary Programs

        J) Location Code Table

The following screen is displayed:

```
Session    Edit    Commands    Settings    Help

───────────────── LOCATION CODE FILE MAINTENANCE ─────────────
Action:   Find  Next  Prev  Browse  Add  Update  Del  Output  Exit
Query the current database table.


          Location Code        [    ]

          Short Desc           [           ]

          Long Desc            [                          ]

          Local Tax Deduction [    ]

          Payroll Entity Code [  ]
```

1. Select **Add** from the Ring Menu.

2. Enter the new **Location Code**.

3. Enter a **Short Description** and a **Long Description** of the new Location Code. (Kentucky school districts do not use the Local Tax Deduction and Payroll Entity Code fields.)

4. Press **ESC** to add the location code.

REVIEWING SUMMARY CLASSES

In the past, all Job Class Code numbers were assigned by the KDE This restriction allowed for consistency in reporting and the ability to aggregate and compare data received by the state. However, it limited districts' ability to use the Job Class Code field for district purposes. For example, a district might need to track high school teachers at a more detailed level than the state-assigned code of 2060 - High School Classroom Teacher.

A new enhancement allows statewide payroll reports to use summary job class codes. This enhancement populates the Summary Class field on the Job Class Code table with the current statewide standard Summary Class Codes. Districts can now add new Job Class Codes, assigning them to the Summary Class matching the statewide standards. Any new Job Class Codes should be carefully planned before this feature is utilized. More information on adding new Job Class Codes is contained in the next section. Districts that do not want to add Job Class Codes should not notice any changes in the setup.

This new functionality greatly benefits districts currently using Job Pay or planning to implement it. Summary Classes allow districts to add employees to Job Pay who could not previously utilize the program. For more information on Job Pay, see the document ***PR-ADM-11 Converting to Job Pay*** in the ***Setup & Administration*** section.

New Summary Classes should not be added by the district; these codes are state-maintained. Note the following ranges:

Summary Classes	Description
0010-3999	Certified Job Classes
5000-5999	Certified Extra Service Job Classes
7000-7999	Classified Job Classes

See ***Appendix B*** for a complete listing of Summary Class Codes.

To Review Summary Classes in use in individual districts, Select:

B) PAYROLL & PERSONNEL

    A) Auxiliary Programs

        M) Job Class Codes

The following screen is displayed:

```
 Session    Edit    Commands    Settings    Help
 ─────────────────────────── JOB CLASS CODE F/M ───────────────────────
 Action:   Find   Next   Prev   Browse   Add   Update   Del   Output   Exit   ...
 Query the current database table.

        Job Class Code  [    ]  Short Desc  [           ]
                                Long Desc   [                          ]

            Summary Class       [    ]
            Group Code          [    ]
            Location            [    ]
            Default Primary Org [     ]  Object [    ]  Project [   ]

            Base Pay Type        [   ]
            Longev/Exp Pay Type [  ]
            Risk Code            [   ]
            Teacher (Y/N)        [ ]
            Substitute (Y/N)     [ ]        Sub Pay Table [  ]
            Non-Payroll          [ ]
            Civil Service Cat    [   ]
            EEO Class            [   ]
            EEO Function         [  ]
```

1. Select **Find** from the Ring Menu.

2. Press **ESC** to include all Job Class Codes.

3. For each Job Class Code, ensure that the correct **Summary Class** has been entered.

ADDING JOB CLASS CODES

The Job Classification (Title) Codes describe the types of jobs for which an employee is hired, establishing default information pertaining to all the possible jobs a district employee may work. In the past, Job Class Codes were assigned by KDE. A new enhancement to MUNIS allows statewide payroll reports to use Summary Class Codes maintained by KDE. This allows the districts to add new, district-specific Job Class Codes, while still retaining consistency in reporting and the ability to aggregate and compare data received by the state. Now districts can track employees at a more detailed level, if desired.

It is important to plan adequately before adding additional Job Class Codes. The ranges for Summary Class Codes for Certified, Certified Extra Service, and Classified employees remain the same:

Summary Class Codes	Description
0010-3999	Certified Summary Class Codes
5000-5999	Certified Extra Service Summary Class Codes
7000-7999	Classified Summary Class Codes

Warning: *Do not use the ranges listed above when adding new job class codes. Use the **4000** range for adding Certified Job Class Codes, **6000** range for adding Extra Service Job Class Codes, and **8000** range for adding Classified Job Class Codes.*

Number ranges to be used when adding new job class codes:

Job Class Codes	Description
4000-4999	Certified Job Class Codes
6000-6999	Certified Extra Service Job Class Codes
8000-8999	Classified Job Class Codes

Keep these ranges in mind when you plan the number of a new Job Class Code and it's linked Summary Class.

NOTE: *When adding new Job Class Codes, be sure to enter both a Summary Class and a Risk Code. Employees will not be included on the KSBIT Workers' Compensation Annual Report if a Risk Code is not entered. Other statewide reports will not contain all employees if the Job Class Code is not linked to a Summary Class.*

To Add a Job Class Code, Select:

B) PAYROLL & PERSONNEL

    A) Auxiliary Programs

        M) Job Class Codes

The following screen is displayed:

```
 Session     Edit     Commands     Settings     Help

 ──────────────────── JOB CLASS CODE F/M ────────────────
 Action:  Find  Next  Prev  Browse  Add  Update  Del  Output  Exit  ...
 Query the current database table.

      Job Class Code  [    ]  Short Desc  [           ]
                              Long Desc   [                              ]

          Summary Class        [     ]
          Group Code           [     ]
          Location             [     ]
          Default Primary Org  [      ]  Object  [     ]  Project  [    ]

           Base Pay Type        [    ]
           Longev/Exp Pay Type  [   ]
           Risk Code            [     ]
           Teacher (Y/N)        [ ]
           Substitute (Y/N)     [ ]        Sub Pay Table  [  ]
           Non-Payroll          [ ]        Days Worked    [  ]
           Civil Service Cat    [     ]
           EEO Class            [     ]
           EEO Function         [   ]
```

1. Select **Add** from the Ring Menu.

2. Enter the following fields:

Field	Description
Job Class Code	Enter the new job class number, in the correct range (see above).
Short Desc	Enter a 10-character description of the Job Class Code.
Long Desc	Enter a complete description of the Job Class Code.
Summary Class	Enter a state-assigned Summary Class in the correct range. Use F9 or <CTRL><W> for a list of codes. **This field must be filled in for statewide reports to run correctly.**
Group Code	Enter the default Group: **CERT**ified, **CLAS**sified, **SUBS**titute, **STDT (Students), BRDM (Board Member), or PARA (Para-Professionals)**.
Risk Code	Enter the default Risk Code used on all Employee Recurring Pay records. Use F9 or <CTRL><W> for a list of codes. **This field must be filled in for the KSBIT Report to run correctly.**
Days Worked	Enter **Y** if using Time and Attendance tracking.

3. Press **ESC** to save the new Job Class Code.

The following screen will appear:

```
 Session     Edit     Commands     Settings     Help
```

```
─────────────── JOB CLASS CODE F/M ───────────────
Add:  ESC to ADD, CTRL-P to CANCEL

Action:   Next   Prev   Update   FLSA-overtime   1scr
Display next selected data item.
 Job Class Code        [    ] [                              ]

 Position Control      [N]
 Overtime Table Code   [ ]

 Use Salary Table      [N]
 Minimum Grade/Level   [    ]/[   ]       Maximum Grade/Level [    ]/[   ]

 Pay Basis             [A]  ANNUAL
 Calculation Code      [32] ANNUAL SALARY, W/ DAILY-RATE &
 Minimum Rate          [       .00]       Maximum Rate   [       .00]
 Pay Frequency         [M]  MONTHLY
 Default Pay Periods   [12.000]            Hours Per Period [       ]
 Hours Per Year        [     .00]           Days Per Year    [    .00]
 Hours Per Day         [  .00]
```

4. The top half of the screen (**Position Control** through **Maximum Grade/Level**) is used for Job Pay sites only. If your district utilizes Job Pay, detailed instructions for completing this section are contained in the document ***PR-ADM-10 Setting Up Job Pay*** in the ***Setup & Administration*** section.

5. The remaining fields (**Pay Basis** through **Hours Per Day**) control the defaults that appear when an employee is linked to the particular Job Class Code. This section can be used by both Job Pay and Recurring Pay sites.

6. Press **ESC** to save this screen.

The following screen will appear:

```
 Session    Edit    Commands    Settings    Help
───────────────────────────────────────────────────────────────────
─────────────── JOB CLASS DEFAULT PAY/DEDUCTION TYPES ─────────────
Add:  ESC to ADD, CTRL-P to CANCEL.
Enter pay type (CTRL-N = move to deduction type column).

                Job Code    [2010]
                Short Desc  [PRE TEACH  ]
                Long Desc   [PRESCHOOL CLASSROOM INSTRUCTOR]

                                        Default Accruals
     Default Pay      Default Deductions  Type          Table
   ───────────────   ──────────────────  ─────────────  ───────────────
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
   [    ] [        ] [    ] [           ] [ ] [        ] [    ] [       ]
```

7. This screen is used to set default pay, deductions, and accruals for new hires. If your
    district utilizes Job Pay, detailed instructions for completing this screen are contained
    in the document *PR-ADM-10 Setting Up Job Pay* in the *Setup & Administration*
    section.

8. Press **ESC** to save this screen.

Appendix A

Standard Location Codes

Code	Location
000	District Wide
001	Central Office
002 – 899	School Number as assigned by the state
901	Bus Garage
910	Central Stores/Warehouse
920	Maintenance Shop
930	Family Resource/Youth Services Centers (May be tied to school number if the center is located at the school. This number would be one number greater than the school number if it is a FRYSC and two numbers greater than the school number if it is a day care.)
950	Community Service Building
951	Adult Education Building
955	Community Education Facility
960	Child Care Facility
970 – 999	To be assigned locally

APPENDIX B

Summary Classes

Certified Base Pay and Certified Extended Days Pay	
SUMMARY CLASSES 0-3999	
Summary Class	**Description**
0010	School District Superintendent
0020	School District Deputy Supt
0030	School District Asst Supt
0040	Director of Finance & Business
0050	Director of Exceptional Child
0060	Director of Federal Programs
0065	Dean of Students
0070	Dir of Food Service & Nutrition
0080	Director of Pupil Personnel
0090	Dir of Pupil Transportation
0100	Dir of District Personnel
0110	Dir of Family Resource Center
0120	Dir of District-Wide Programs
0130	School Health Coordinator
0140	CATS Assessment Coordinator
0150	Instructional Coordinator
0160	Exceptional Child Coordinator
0170	Instructional Tv Coordinator
0180	Professional Devt Coordinator
0190	Instructional Tech Coordinator
0200	Job Training Coordinator
0210	District Headstart Coordinator
0230	Academic Program Consultant
0240	School Psychometrist
0250	School Psychologist

0255	Speech Therapist
0260	Central Media Librarian
0270	School Social Worker
0280	Supervisor of Instruction
0290	Other Central Office Positions
0300	Federal Grants Coordinator
0310	Testing Coordinator
0320	District Administrator – Staff Supervisor
0330	District Administrator – Student Supervisor
0340	District Administrator – Staff & Student Supervisor
1010	School Principal
1020	School Vice Principal
1030	Local Voc School Principal
1040	Local Voc School Vice Princ
1050	Guidance Counselor
1060	Media Librarian
1070	School Nurse
1080	Director Family Resource/Youth Service Center
2010	Preschool Classroom Instructor
2020	Preschool Coordinate/Supervise
2030	Primary Classroom Instructor
2040	Elementary Classroom Instruct
2050	Middle School Classroom Instr
2060	High School Classroom Instr
2070	Job Training Instr
2080	Local Vocational School Instr
2090	Chapter I Instructor Test
2095	Exceptional Child Instructor
2096	Homebound Teacher
2099	Substitute Teacher
2100	Gifted & Talented Instructor
2110	Gifted & Talented Coordinator

2200	Memorandum of Agreement (**MOA**)
2210	Resource Teacher
2220	Early Childhood Consultant
2230	Exceptional Childhood Consultant
2240	Math Consultant
2250	Science Consultant
2260	Reading Consultant
2270	Social Studies Consultant
2280	Foreign Language Consultant
2290	Health Consultant
2300	Music Consultant
2310	Art Consultant
2320	Physical Education Consultant
2330	English Consultant
2340	Business Consultant
2350	Elementary Consultant
2360	Industrial Arts Consultant
3020	Migrant Advocate
9999	Meal Supplement

Certified Extra Service Pay	
SUMMARY CLASSES 5000-5999	
Summary Class	**Description**
5000	Adult Education-XDuty
5105	Head Coach-XDuty
5110	Assistant Coach-XDuty
5115	Athletic Director-XDuty
5120	Attendance Reporter-XDuty

5125	Speech And Drama-XDuty
5130	Music/Vocal-XDuty
5135	Music Instrumental-XDuty
5140	Class Sponsor-XDuty
5145	Gifted Education-XDuty
5150	Recreation Supervisor-XDuty
5160	Extra Curr Activities-XDuty
5165	Secretarial and Clerical-XDuty
5170	Curriculum Study-XDuty
5175	Publication Supervisor-XDuty
5180	Textbook Supervisor-XDuty
5185	Department Head-XDuty
5190	Vocational Activities-XDuty
5195	Tutor-XDuty
5200	Audio Visual Supervisor-XDuty
5210	Principal Service-XDuty
5215	Asst Principal Service-XDuty
5220	Superintendent Service-XDuty
5225	Deputy Supt Service-XDuty
5230	Director Service-XDuty
5235	Coordinator Service-XDuty
5240	Centr Off Superv Svcs-XDuty
5245	Other Services-XDuty
5250	Supervisor of Teachers-XDuty
5255	Military Service-XDuty
5260	Other Experience-XDuty
5270	Book Store Supervisor-XDuty
5275	Snack Bar Supervisor-XDuty
5280	Lunch Room Supervisor-XDuty
5285	Student Supervisor-XDuty
5290	Guidance Counselor-XDuty

Classified Pay	
SUMMARY CLASSES 7000-7999	
Summary Class	**Description**
7102	Public Information Officer
7108	Writer/ Photographer
7110	Copyspecialist /Writer
7112	Graphics Artist II
7114	Graphic Artist I
7116	Printing Supervisor
7118	Photo Typesetter
7120	Offset Press Operator
7122	Printing Assistant II
7124	Printing Assistant I
7126	Copy Editor
7161	Accounting Manager
7162	Accounting Supervisor
7163	Account Clerk III
7164	Account Clerk II
7165	Account Clerk I
7166	Treasurer
7171	Auditor II
7172	Auditor I
7176	Lead Property Records Auditor
7177	Property Records Auditor
7181	Financial Analyst
7182	Budget Coordinator
7183	Fund Services
7184	Finance Officer III – (Graduate degree or CPA)
7185	Finance Officer II – (Bachelor's degree)
7186	Finance Officer I – (High School diploma)
7191	Payroll Clerk II
7192	Payroll Clerk I

7205	Food Service Account Clerk
7211	Food Service Manager II
7212	Food Service Manager I
7213	Lunchroom Monitor
7222	Food Service Supervisor II
7223	Food Service Supervisor I
7224	Food Service Program Assistant
7232	Lead Food Service Assistant I
7233	Food Service Assistant II
7234	Food Service Assistant I
7241	Cook/Baker
7261	Adv Registered Nurse Pract
7262	Registered Nurse
7263	School Nurse
7271	Local District Health Coordinator
7272	Health Services Technician
7273	Health Services Assistant
7281	Audiologist
7291	Physical/Occupation Therapist
7292	Therapy Assistant
7293	Speech Language Pathology Asst
7294	Speech Language Pathologist
7301	Community Relations Specialist
7302	Research Technician
7312	Instructor I
7313	Instructor II
7314	Instructor III
7315	Performance Specialist
7316	Instructional Asst-Bilingual
7317	Instructional Monitor I
7318	Instructional Assistant II
7319	Instructional Monitor II

7320	Instructional Assistant I
7321	Instructional Assistant – High School
7322	Child Develop Cntr Suprv-Medical
7324	Child Development Center Suprv
7326	Child Develop Center Asst Supr
7328	Diagnostic/Assessment Counselor
7330	Head Start Coordinator
7332	Program Specialist I
7333	Program Specialist II
7334	Program Assistant I
7335	Program Assistant II
7336	Educational Interpreter II
7337	Program Specialist III
7338	Educational Interpreter I
7339	Educational Interpreter III
7342	School Home Community Liaison
7345	Assistant Coach I
7346	Assistant Coach II
7347	Head Coach
7348	Camp Counselor
7349	Preschool Associate Teacher I
7350	Preschool Associate Teacher II
7351	Preschool Associate Teach III
7361	Media Technician
7362	Library Media Clerk
7363	Media Producer/Tech Coordinator
7411	Construction Inspector
7412	Drafting Specialist
7413	Electrical Engineer
7421	Energy Systems Supervisor
7422	Energy Auditor
7423	Insulation Inspector

7424	HVAC Technician
7425	Energy Sys Operator/Dispatcher
7431	Maintenance Manager-Electronics
7432	Maintenance Manager General
7433	Maintenance Manager-Mechanical
7434	Maintenance Manager-Renovations
7435	Maintenance Supervisor
7436	Maintenance Scheduling Special
7437	Preventive Maintenance Techn - HVAC
7441	Lead Maintenance Technician
7442	Maintenance Technican IV
7443	Maintenance Technician III
7444	Maintenance Technican II
7445	Maintenance Technican I
7446	Lead Maintenance Worker
7447	Maintenance Worker II
7448	Maintenance Worker I
7449	Maintenance Apprentice
7450	Trades Apprentice
7461	Director V
7462	Director IV
7463	Director III
7464	Director II
7465	Director I
7466	School Food Service Director I
7467	School Food Service Director II
7468	School Food Service Director III
7471	Coordinator VI
7472	Coordinator V
7473	Coordinator IV
7474	Coordinator III
7475	Coordinator II

7476	Coordinator I
7481	Assistant General Counsel
7482	Real Estate Manager
7488	Family Resource Center Coordinator VI
7489	Family Resource Center Coordinator V
7490	Family Resource Center Coordinator IV
7491	Family Resource Center Coordinator III
7492	Family Resource Center Coordinator II
7493	Family Resource Center Coordinator I
7501	Chief Information Officer
7502	Administrative Analyst
7503	Asst Dir/Sys Develop User Supt
7504	Technician Support Manager
7505	User Support Manager
7506	Computer Operations Manager
7507	Operating System Administrator
7508	Institutional Research Manager
7511	Lead Systems Analyst
7512	Systems Analyst I
7513	Systems Analyst II
7514	Computer Programmer I
7515	Computer Programmer II
7516	Database Administrator
7517	Data Dictionary Specialist
7521	Voice/Data Communication Specialist
7522	Data Communications Specialist
7523	LAN Technician
7524	Lead Computer Maintenance Tech
7525	Computer Maintenance Technician
7526	Computer Lab Technician
7527	Computer Training Specialist
7531	Microcomputer Software Tech I

7532	Microcomputer Software Tech II
7533	Microcomputer Tech Specialist
7534	Microcomputer Specialist
7535	Microcomputer Resource Technic
7537	Computer Operations Supervisor
7538	Lead Computer Operator
7539	Computer Operator
7541	Word Processing Supervisor
7542	Lead Word Processing Operator
7543	Word Processing Operator I
7544	Word Processing Operator II
7546	Data Entry Supervisor
7547	Lead Data Entry Assistant
7548	Data Entry Assistant
7549	Data Control Clerk
7602	Custodial Services Manager
7603	Custodial Services Trainer
7605	Custodial Supervisor
7606	Lead Custodian Service Worker
7607	Lead Custodian
7609	Custodian
7612	Furniture And Equipment Manager
7614	Facility Assistant
7621	Grounds Manager
7622	Grounds Supervisor
7623	Lead Grounds Equipment Mechanic
7624	Grounds Equipment Mechanic
7625	Lead Grounds Worker I
7626	Grounds Worker III
7627	Grounds Worker II
7628	Grounds Worker I
7629	Lead Grounds Worker II

7631	Utility Services Supervisor
7632	Lead Utility Worker
7633	Utility Worker II
7634	Utility Worker I
7641	Waste Management Coordinator
7642	Chemical Applications Technician
7651	Insurance Clerk I
7652	Insurance Clerk II
7655	Human Resources Manager
7660	Personnel Specialist
7661	Personnel Assistant
7665	Employee Benefit Specialist
7670	Workers Compensation Specialist
7675	Data Management Technician
7680	Insurance Technician
7685	Substitute Teacher Center Supr
7711	Asst Dir/Bids & Specifications
7721	Buyer
7722	Purchasing Supervisor
7723	Purchasing Assistant
7724	Purchasing Technician
7725	Product Evaluation Technician
7731	Expediter
7732	Shipping & Receiving Clerk
7761	Secretary to the Superintendent
7762	Administrative Secretary I
7763	Legal Secretary
7764	Medical Secretary
7765	Administrative Secretary II
7766	Assistant Secretary to the Board
7767	Community Liaison/Adm Assistnt
7771	Secretary II

7772	Secretary I
7773	School Secretary I-High School
7774	School Secretary I-Middle
7775	School Secretary I-Elementary
7776	Staff Support Secretary
7777	School Secretary II-Elementary
7778	School Secretary II-High School
7779	School Secretary II-Middle
7781	Clerical Assistant III
7782	Clerical Assistant II
7783	Clerical Assistant I
7784	Clerk
7785	Mail Clerk
7786	Project Clerk
7787	Mail Service Supervisor
7788	Student Worker
7789	Supply Services Aide
7791	Receptionist
7811	Assistant Dir. Investigation
7821	Law Enforcement Supervisor
7822	Law Enforcement Invest Officer
7823	Investigator
7824	Law Enforcement Officer
7825	Law Enforcement Monitor
7830	School Ground Monitor
7831	Safety Inspector
7861	Attendance Supervisor
7862	Attendance Specialist
7863	Attendance Data Technician
7864	Demographics Analyst
7865	Demographics Technician
7871	Career Planner

7872	Employment Training Specialist
7873	Employment Training Assistant
7881	Student Assistance Coordinator
7882	Social Worker
7885	Registrar
7886	Migrant Recruiter
7902	Transportation Manager
7903	Transportation Area Coordinator
7904	Transportation Data Assistant
7906	Transportation Data Assistant
7907	Vehicle Operation Cntrl Analyst
7908	Dispatcher
7909	Parts Clerk
7911	Vehicle Maintenance Assistant
7912	Vehicle Maintenance Supervisor
7913	Vehicle Maintenance Manager
7914	Lead Vehicle Mechanic
7915	Vehicle Mechanic II
7916	Vehicle Mechanic I
7917	Vehicle Maintenance Attendant
7922	Auto Body Worker II
7923	Auto Body Worker I
7924	Vehicle Upholstery/Glass Worker
7931	Bus Driver Training Coordinator
7932	Bus Driver Training Assistant
7933	Bus Driver Trainer
7934	Third Party Examiner
7940	Mid-Day Bus Driver
7941	Bus Driver
7942	Bus Monitor
7943	Bus Monitor-Exceptional Child
7961	Supply Services Supervisor

7962	Stock Clerk
7963	Delivery Driver
7964	Lead Delivery Driver
7971	Textbook Services Supervisor
7981	Warehouse Supervisor
7982	Lead Warehouse Worker
7983	Warehouse Worker II
7984	Warehouse Worker I
7998	Board Official
9999	Meal Supplement